

DSD ONLINE PERMITS

Apply for an Individual Historical Resource Nomination



Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, DSD will review the required documents for completeness, if documents are incomplete staff will request a resubmittal. Applicants must address the requirements prior to resubmitting documents. Fees will be assessed, and an invoice will be issued to the applicant.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For permit status or questions about your nomination application, login to your [online permitting account](#).
- For all other inquiries about your nomination application, please contact us via email at HistoricalResources@sandiego.gov

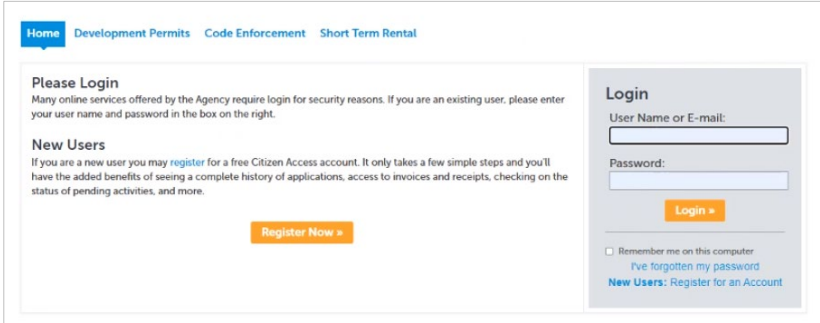
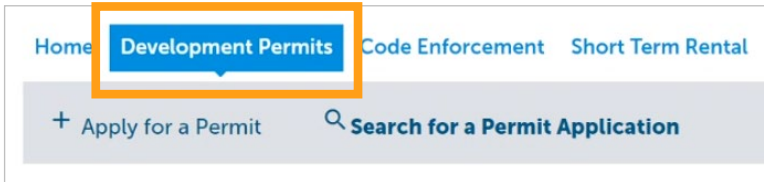
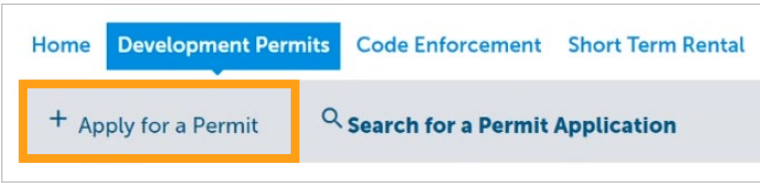
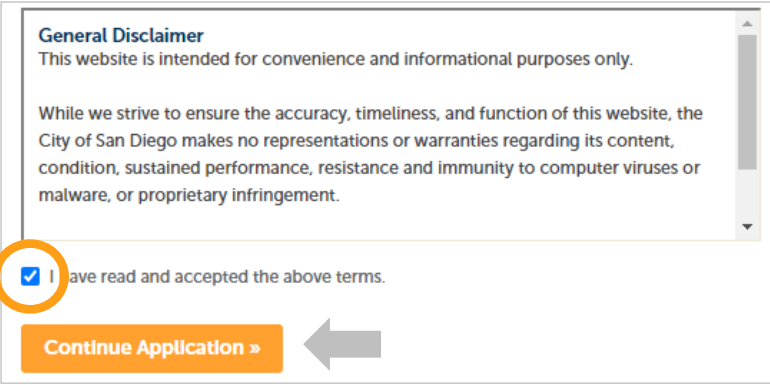
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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Log into your online permitting account. Enter your username and password.* <p>* If you are a new user, see the tutorial on how to register for an account.</p>	
2	<ul style="list-style-type: none"> Select "Development Permits" 	
3	<ul style="list-style-type: none"> Select "Apply for a Permit" 	
4	<ul style="list-style-type: none"> Read and acknowledge the disclaimer Click "Continue Application" 	

Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

Select a Record Type

▶ **Building Applications**

- Approval - Process - Agreement
- Building Construction
- Building Construction - CIP or Public Project
- Building Construction - Master Plan Accessory Structure
- Building Construction - Master Plan MDU
- Building Construction - Master Plan SDU
- Building Construction - Special Programs
- Building Construction Change
- Deferred Fire Submittal
- Deferred Submittal
- Demolition
- Fire
- Fire Construction Change
- Photovoltaic
- Photo-voltaic Construction Change
- Photo-voltaic Residential Project
- Plan - Mechanical/Electrical/Plumbing Standalone
- Sign

▶ **Simple No Plan Permits**

- No-Plan - Nonresidential/Multifamily - Electrical
- No-Plan - Nonresidential/Multifamily - Mechanical
- No-Plan - Nonresidential/Multifamily - Plumbing
- No-Plan - Residential - Combination Mech/Elec/Plum

▶ **PTS**

- PTS Electronic Submittal
- ▶ **Grading, Right of Way, Mapping Applications**
 - Deferred As Graded
 - Engineering Construction Change
 - Grading, ROW, Mapping - Associated Submittal
 - Grading, ROW, Mapping - Standalone
 - Right of Way - Dry Utilities
 - Right of Way - Minor - Rapid Review

▶ **Discretionary Applications**

- Discretionary Project

▶ **Traffic & Transportation**

- Traffic Control Permit
- Transportation Permit

▶ **Agreement**

- Approval - Process - Agreement

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

Continue Application

5a

- Select "Individual Historical Resource Nomination" listed under "Miscellaneous Applications"
- Click "Continue Application"

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination**
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

Continue Application »



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Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

OR

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

- Click "Continue Application"

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text" value="1222"/>	--Select▼	<input type="text" value="01st"/>	Av ▼

* Parcel Number:

Legal Description:

←

Resource Nomination Specific Information

- Provide the required information for your nomination

* All fields marked with an asterisk are required

If the resource type selected is "Other," provide clarification in the space provided

- If interior elements are included in the nomination, provide clarification in the space provided
- Select all designation criteria applicable to your nomination. Please note, at least one selection is required
- Click "Continue Application"

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Step 2 : Permit Information > Permit Information

Permit Information

HISTORIC INFORMATION

* Resource Type: Residential

* Will you be submitting a Mills Act Application: Yes No

* Date of Construction: 1953

Architect/Builder: John Doe

* Are interior elements/features included in the nomination and proposed for designation: Yes No

The resource is being nominated for designation as a historical resource under:

DESIGNATION CRITERIA

HRB Criterion A:

HRB Criterion B:

HRB Criterion C:

HRB Criterion D:

HRB Criterion E:

HRB Criterion F:

Save and resume later



Continue Application »

Documents

Upload Required Project Documents

Required documents will be listed

- Click "Choose File" and find the document to be submitted.
- Once the document has successfully been uploaded, click "Continue Application"

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* You will not be able to continue if files have not been uploaded.

* If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

Step 3 : Permit Documents > Required Documents

Condition Document

The maximum file size allowed is 200 MB.

* Required Documents

1. Required Attachment - Historical Evaluation Report

Add X

Step 3 : Permit Documents > Required Documents

Condition Document

The maximum file size allowed is 200 MB.

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

* Required Documents

1. Required Attachment - Historical Evaluation Report

Historical Evaluation Report_1222 First Av..pd

Add X

Save and resume later



Continue Application »

Review Application

- Review the Application for completeness
- Read the certification and check the box to confirm
- Click "Continue Application"

Step 4 : Review

Save and resume later
Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Individual Historical Resource Nomination

Address

1222 01st Av

Parcel

Parcel Number: 533-433-2800
Legal Description: BLK 1 ST CLSD6BLKS 13 THRU 156

Permit Information

HISTORIC INFORMATION

Resource Type:	Commercial
Will you be submitting a Mills Act Application:	No
Date of Construction:	1953
Architect/Builder:	
Are interior elements/features included in the nomination and proposed for designation:	No

The resource is being nominated for designation as a historical resource under:

DESIGNATION CRITERIA

HRB Criterion A:	Yes
HRB Criterion B:	No
HRB Criterion C:	No
HRB Criterion D:	No
HRB Criterion E:	No
HRB Criterion F:	Yes

Condition Document

The maximum file size allowed is 200 MB.
acdb,accdb,adp,atb,bin,chs,cmd,com,cpl,doc,docx,exe,gif,heic,hta,html,htm,ins,isp,jar,jif,joc,jpeg,jpg,jis,jsc,lib,lnk,mdb,mde,mht,mhtml,msc,msg,mst,plp,pif,png,psd,raw,scr,scrn,shb,sys,tif,vb,vcybs,vxd,webp,wsc,wf,wsk,xls are disallowed file types to upload.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Historical Evaluation Report

Name	Type	Size	Latest Update	Action
Historical Evaluation Report_1222 First Av .pdf	Historical Evaluation Report	547.43 KB	09/26/2022	Actions ▾

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

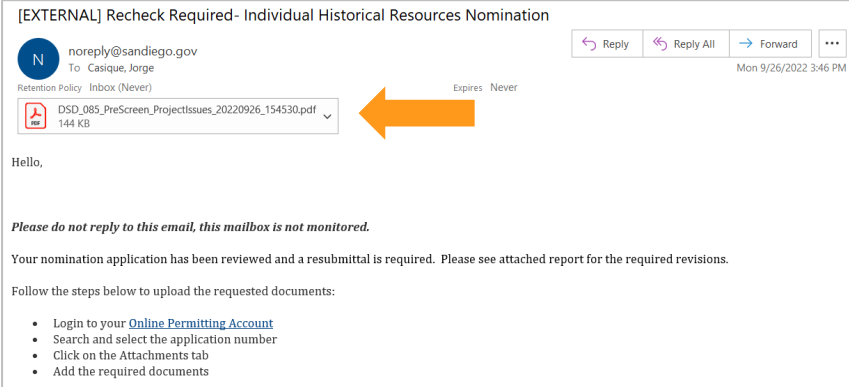
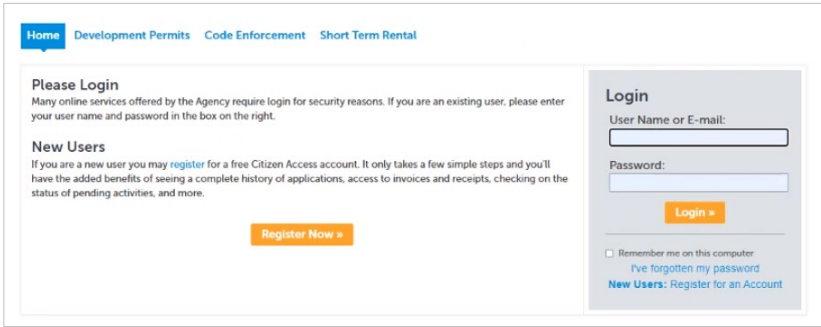
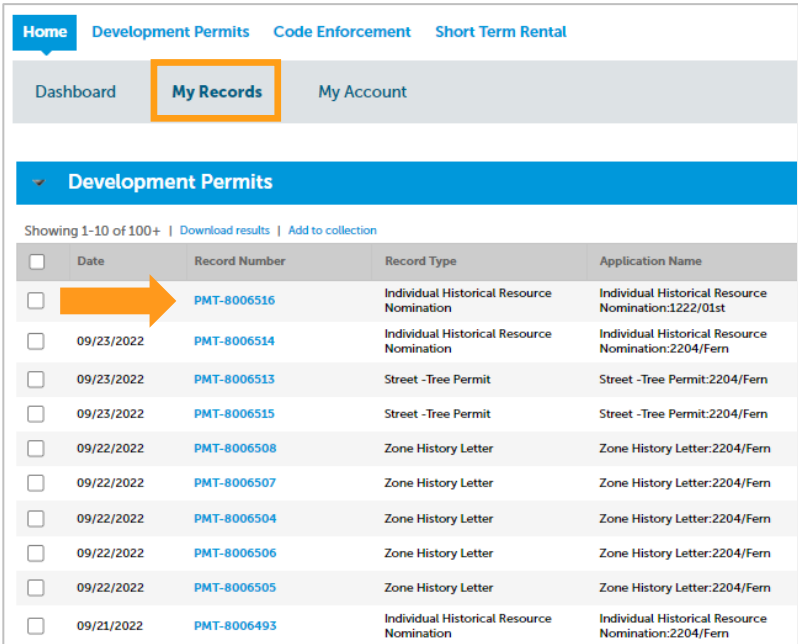
By checking this box, I agree to the above certification.

Date: 09/26/2022

Save and resume later

Continue Application

I RECEIVED A "RECHECK REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference																																																							
1	<ul style="list-style-type: none"> Open the "Recheck Required" email Open the Issues Report attached to the email and confirm which documents are requested 	 <p>[EXTERNAL] Recheck Required- Individual Historical Resources Nomination</p> <p>noreply@sandiego.gov To: Casique, Jorge</p> <p>Retention Policy Inbox (Never) Expires: Never Mon 9/26/2022 3:46 PM</p> <p>DSD_085_PreScreen_ProjectIssues_20220926_154530.pdf 144 KB</p> <p>Hello,</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Your nomination application has been reviewed and a resubmittal is required. Please see attached report for the required revisions.</p> <p>Follow the steps below to upload the requested documents:</p> <ul style="list-style-type: none"> Login to your Online Permitting Account Search and select the application number Click on the Attachments tab Add the required documents 																																																							
2	<ul style="list-style-type: none"> Log in to your Online Permitting Account 	 <p>Home Development Permits Code Enforcement Short Term Rental</p> <p>Please Login Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.</p> <p>New Users If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.</p> <p>Register Now »</p> <p>Login User Name or E-mail: Password: Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>																																																							
3	<p>Click the "My Records" tab</p> <ul style="list-style-type: none"> Find and select the record for your Individual Historical Resource Nomination 	 <p>Home Development Permits Code Enforcement Short Term Rental</p> <p>Dashboard My Records My Account</p> <p>Development Permits</p> <p>Showing 1-10 of 100+ Download results Add to collection</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>PMT-8006516</td> <td>Individual Historical Resource Nomination</td> <td>Individual Historical Resource Nomination:1222/01st</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/23/2022</td> <td>PMT-8006514</td> <td>Individual Historical Resource Nomination</td> <td>Individual Historical Resource Nomination:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/23/2022</td> <td>PMT-8006513</td> <td>Street -Tree Permit</td> <td>Street -Tree Permit:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/23/2022</td> <td>PMT-8006515</td> <td>Street -Tree Permit</td> <td>Street -Tree Permit:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/22/2022</td> <td>PMT-8006508</td> <td>Zone History Letter</td> <td>Zone History Letter:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/22/2022</td> <td>PMT-8006507</td> <td>Zone History Letter</td> <td>Zone History Letter:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/22/2022</td> <td>PMT-8006504</td> <td>Zone History Letter</td> <td>Zone History Letter:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/22/2022</td> <td>PMT-8006506</td> <td>Zone History Letter</td> <td>Zone History Letter:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/22/2022</td> <td>PMT-8006505</td> <td>Zone History Letter</td> <td>Zone History Letter:2204/Fern</td> </tr> <tr> <td><input type="checkbox"/></td> <td>09/21/2022</td> <td>PMT-8006493</td> <td>Individual Historical Resource Nomination</td> <td>Individual Historical Resource Nomination:2204/Fern</td> </tr> </tbody> </table>	<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	<input type="checkbox"/>		PMT-8006516	Individual Historical Resource Nomination	Individual Historical Resource Nomination:1222/01st	<input type="checkbox"/>	09/23/2022	PMT-8006514	Individual Historical Resource Nomination	Individual Historical Resource Nomination:2204/Fern	<input type="checkbox"/>	09/23/2022	PMT-8006513	Street -Tree Permit	Street -Tree Permit:2204/Fern	<input type="checkbox"/>	09/23/2022	PMT-8006515	Street -Tree Permit	Street -Tree Permit:2204/Fern	<input type="checkbox"/>	09/22/2022	PMT-8006508	Zone History Letter	Zone History Letter:2204/Fern	<input type="checkbox"/>	09/22/2022	PMT-8006507	Zone History Letter	Zone History Letter:2204/Fern	<input type="checkbox"/>	09/22/2022	PMT-8006504	Zone History Letter	Zone History Letter:2204/Fern	<input type="checkbox"/>	09/22/2022	PMT-8006506	Zone History Letter	Zone History Letter:2204/Fern	<input type="checkbox"/>	09/22/2022	PMT-8006505	Zone History Letter	Zone History Letter:2204/Fern	<input type="checkbox"/>	09/21/2022	PMT-8006493	Individual Historical Resource Nomination	Individual Historical Resource Nomination:2204/Fern
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<input type="checkbox"/>	09/21/2022	PMT-8006493	Individual Historical Resource Nomination	Individual Historical Resource Nomination:2204/Fern																																																					

4

- Click the "Attachments" tab

Record PMT-8006516:
Individual Historical Resource Nomination
Record Status: Recheck Required

Record Info | Payments | Attachments

Work Location

1222 01st Av

Record Details

Applicant: Individual JORGE CASIQUE JCASIQUE@SANDIEGO.GOV	Description: Individual Historical Resource Nomination:1222/01st	Owner: CITY OF SAN DIEGO Public Agency 00000
---	--	--

[▶ More Details](#)

5

Previously attached documents will be displayed.

- Click "Add Attachment"

To upload attachments:
 1. Click Add to start the process
 2. Click Add for each file to upload
 The maximum file size allowed is 200 MB.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jif;png;gif;webp;tiff;tif;psg;bmp;heic;raw are disallowed file types to upload.

Attachments (1) | [Approved or Reviewer Issues \(1\)](#)

	File Name	File Size	Status
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Actions</div>	Historical Evaluation Report PMT-8006568.pdf	547.43 kB	Uploaded

Add Attachment



From the pop-up window:

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button

6

Once all requested documents have been uploaded, the "Add Attachment" button will be disabled.

Tips:

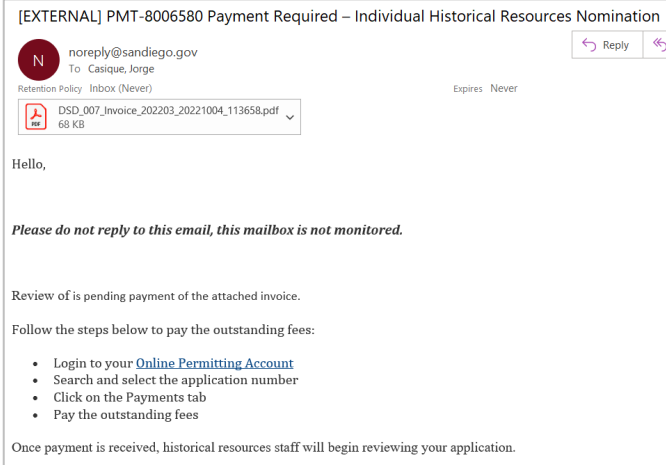
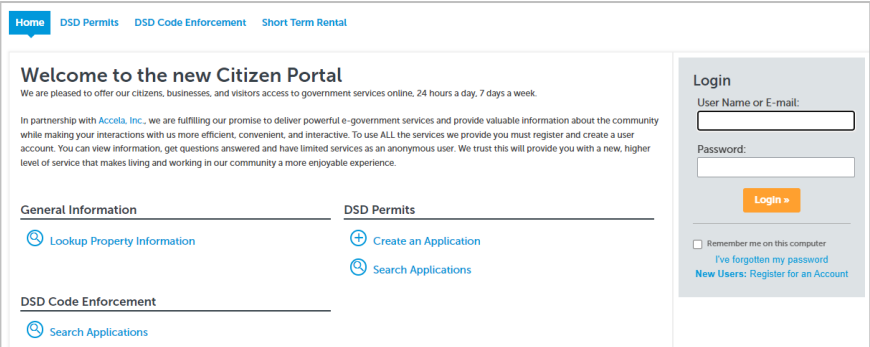
- If Scout validation returns an error with your document, use the [Scout link](#) to check your documents
- [Scout Validation Help](#)

7

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 1. Click Add to start the process
 2. Click Add for each file to upload
 The maximum file size allowed is **200 MB**.
 html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;acddb;zip;jpg;jpeg;jpe;jif;png;gif;webp;tiff;tif;psd;bmp;heic;raw are disallowed file types to upload

Attachments (2)		Approved or Reviewer Issues (1)	
	File Name	File Size	Status
Actions ▾	Historical Evaluation Report PMT-8006568.pdf	547.43 kB	Uploaded
Actions ▾	DSD-Historic Reference Material PMT-8006568.pdf	547.43 kB	Uploaded

I RECEIVED A "PAYMENT REQUIRED" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Open the "Payment Required" email • Click on the link to log in to your account and make a payment 	 <p>[EXTERNAL] PMT-8006580 Payment Required – Individual Historical Resources Nomination</p> <p>noreply@sandiego.gov To: Casique, Jorge</p> <p>Retention Policy: Inbox (Never) Expires: Never</p> <p>DSD_007_Invoice_202203_20221004_113658.pdf 68 KB</p> <p>Hello,</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Review of is pending payment of the attached invoice.</p> <p>Follow the steps below to pay the outstanding fees:</p> <ul style="list-style-type: none"> • Login to your Online Permitting Account • Search and select the application number • Click on the Payments tab • Pay the outstanding fees <p>Once payment is received, historical resources staff will begin reviewing your application.</p>
2	<ul style="list-style-type: none"> • Log into your Online Permitting Account • Enter your username and password. 	 <p>Home DSD Permits DSD Code Enforcement Short Term Rental</p> <p>Welcome to the new Citizen Portal We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.</p> <p>In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.</p> <p>General Information</p> <ul style="list-style-type: none"> 🕒 Lookup Property Information <p>DSD Permits</p> <ul style="list-style-type: none"> ➕ Create an Application 🕒 Search Applications <p>DSD Code Enforcement</p> <ul style="list-style-type: none"> 🕒 Search Applications <p>Login</p> <p>User Name or E-mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>

- Click the “My Records” tab.
- Find the record from your list of records
- Click on “Pay Fees Due”

3

Home Development Permits Code Enforcement Short Term Rental

Dashboard **My Records**

Development Permits

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	09/30/2022	PMT-8006561	Individual Historical Resource Nomination	Individual Historical Resource Nomination:1222/01st	Application Pending Payment	Pay Fees Due
<input type="checkbox"/>	09/29/2022	PMT-8006553	Zone History Letter	Zone History Letter:2204/Fern	Closed	
<input type="checkbox"/>	09/29/2022	PRJ-8006316	Building Construction	General-Standard-Building Construction:2204/Fern	In Queue	
<input type="checkbox"/>	09/29/2022	PRJ-8006315	Building Construction	Rapid Review-Standard-Building Construction:4907/Acuna	Issued	

- Click “Continue Application” and follow the prompts to make your payment

4

Home Development Permits Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Listed below are the fees based upon the information you've entered. The following screen will display your total fees.

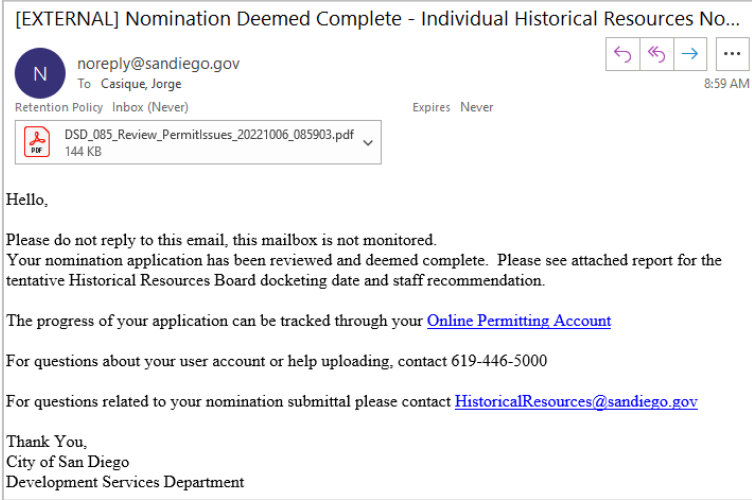
Fees

Fees	Qty.	Amount
Indiv Historical Resource Nom	1	\$1,185.00

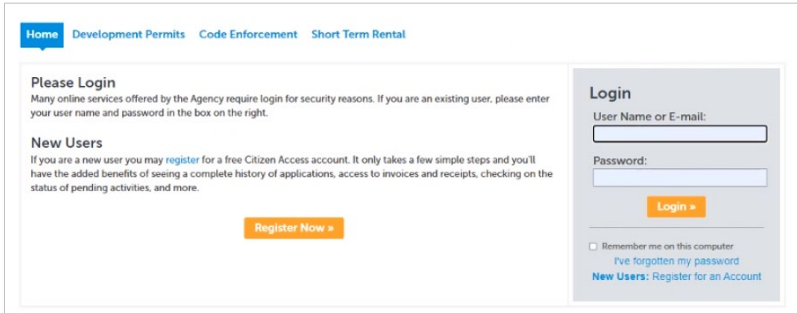
TOTAL FEES: \$1,185.00
 Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

I RECEIVED A "HEARING SCHEDULED" EMAIL. HOW DO I FIND OUT MY HEARING DATE?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Open the "Hearing Scheduled" email • Open the attachment to see the details about your scheduled hearing <p>* For any questions regarding your hearing, please contact us via email at: HistoricalResources@san Diego.gov</p>	

I RECEIVED A "NOMINATION PROCESS COMPLETE" EMAIL. HOW DO I VIEW MY ASSESSMENT LETTER?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Log in to your Online Permitting Account 	

2

- Click on the “My Records” tab
- Find and select the record for your Individual Historical Resource Nomination

Home Development Permits Code Enforcement Short Term Rental

Dashboard **My Records** My Account

Development Permits

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name
<input type="checkbox"/>	09/26/2022	PMT-8006516	Individual Historical Resource Nomination	Individual Historical Resource Nomination:1222/01st
<input type="checkbox"/>	09/23/2022	PMT-8006514	Individual Historical Resource Nomination	Individual Historical Resource Nomination:2204/Fern
<input type="checkbox"/>	09/23/2022	PMT-8006513	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	09/23/2022	PMT-8006515	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	09/22/2022	PMT-8006508	Zone History Letter	Zone History Letter:2204/Fern
<input type="checkbox"/>	09/22/2022	PMT-8006507	Zone History Letter	Zone History Letter:2204/Fern
<input type="checkbox"/>	09/22/2022	PMT-8006504	Zone History Letter	Zone History Letter:2204/Fern
<input type="checkbox"/>	09/22/2022	PMT-8006506	Zone History Letter	Zone History Letter:2204/Fern
<input type="checkbox"/>	09/22/2022	PMT-8006505	Zone History Letter	Zone History Letter:2204/Fern
<input type="checkbox"/>	09/21/2022	PMT-8006493	Individual Historical Resource Nomination	Individual Historical Resource Nomination:2204/Fern

3

- Click the “Attachments” tab

Record PMT-8006516:
Individual Historical Resource Nomination
Record Status: Recheck Required

Record Info Payments **Attachments**

Work Location

1222 01st Av

Record Details

Applicant: Individual JORGE CASIQUE JCASIQUE@SANDIEGO.GOV	Description: Individual Historical Resource Nomination:1222/01st	Owner: CITY OF SAN DIEGO Public Agency 00000
---	--	--

► More Details

4

- Click on the “Approved or Reviewer Issues” tab
- Find the Assessment Letter and select Download from the “Actions” drop-down menu

Attachments (1) **Approved or Reviewer Issues (2)**

File Name
<input type="text" value="Invoice PMT-8006561 220930060023.pdf"/>
<input type="text" value="Assessment Letters PMT-8006561 220930072050.pdf"/>

Actions

Detail
Download ←

APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project level and the permit level
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

FIX: Return to the source document and create PDF files that are below the file size limitation.

Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

FIX: Return to the source document and change the paper size to meet the requirements.

Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

FIX: Verify that pages are not upside down or improperly oriented.

Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

FIX: Remove the password protection to allow users to open the PDF.

Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

FIX: To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.